

Travel & Per Diem

Definition

All travel expenses must adhere to current California Department of Human Resources (CalHR) [travel reimbursements guidelines](#), which apply to contractors as well as subcontractors/prime-sub.

Contract-Approved Travel

- Travel in the approved CalFresh Outreach (CFO) contract does not require pre-approval
- Proration is not required for CFO contract-required trainings, conferences or meetings
- Proration is required for trainings, conferences or meetings not 100 percent CFO related

When Pre-Approval is Required

Written pre-approval by the program analyst (PA) is required in the following situations:

- Travel not approved in the CFO contract
- Lodging rate exceeds CalHR travel reimbursements guidelines
- Out-of-state travel

Expenses exceeding CalHR guidelines are capped at the maximum CalHR allowable reimbursement amount. Travel expenses not pre-approved in writing by the PA shall not be reimburse.

NOTE: Out-of-state travel for CFO must meet one of the following requirement:

- USDA required
- A staff person is receiving an award or recognition for CFO efforts
- A staff person is a guest, keynote speaker, or presenter on the topic of CFO

Out-of-state travel not meeting one of the requirement above is not allowed.

Obtaining Pre-Approval

When requesting pre-approval for a travel expense not previously approved in your CFO contract, send the following in an e-mail to your PA 30 days prior to the travel:

- Name(s), title(s) and full-time equivalent (FTE) of the staff who will travel
- Name and description of the event, including date and location
- A copy of the event agenda
- An explanation how the travel relates to CFO
- Total projected cost of the event (Registration, Travel and Per Diem, etc.)
- Justification that funds are available in your CFO budget for this travel
 - If a budget modification is required, please notify you PA immediately.

When to Prorate

All trainings, conferences or meetings not 100 percent CFO requires proration:

- The PA will determine the proration percentage based on the agenda
- Travel expenses will be prorated based on the percent of CFO related content

Proration Example:

A 0.5 FTE CFO Project Coordinator will be attending a workshop on Medi-Cal and CalFresh. The PA determines that CFO-related content is 50 percent of the workshop. Total expenses for the trip is \$400. The maximum reimbursable travel expenses to CFO would be \$200 (\$400 x 50% CFO content).

For CFO time and effort reporting, the staff is allowed to claim 50 percent of their time to CFO. Total staff time for the trip is 10 hours. The maximum allowable time charged to CFO would be 5 hours.

Documenting Travel

Prime contractors, subcontractors and prime-sub (if applicable) shall maintain a travel log for CFO staff traveling for CFO related activities. The documentation must include:

- Name and title
- Date(s) of travel
- Start and end time of travel (determines qualified meals and incidentals)
- Purpose and location of the trip
- Meeting agenda
- Mileage log (Google map can suffice)
- Any receipts associated with the trip (e.g. airline, hotel, parking, gas, etc.)

For a sample method of documenting travel, see the [Sample Travel Expense Claim](#).